

Functional Area 5.13
MATERIEL MAINTENANCE

Table Of Contents

MATERIEL MAINTENANCE	1
5.13.1 INTRODUCTION	1
5.13.1 SCOPE OF SERVICES	
5.13.1.1 Work Area/System Description	1
5.13.1.2 Work Management and Control	2
5.13.1.3 Reporting Requirements	5
5.13.2 PRODUCTION, PLANNING, AND CONTROL	6
5.13.2.1 General	6
5.13.2.2 Management Information Systems	6
5.13.2.3 Maintenance Requests	8
5.13.2.4 Modification Work Orders	9
5.13.2.5 Scheduling of Work	9
5.13.2.6 Record-keeping	10
5.13.2.7 Communications	11
5.13.2.8 Reimbursable Customers	11
5.13.2.9 Maintenance Performance Measures	11
5.13.2.10 Technical Inspections	12
5.13.3 MAINTENANCE SERVICES	15
5.13.3.1 General	15
5.13.3.2 Customer Service Center	16
5.13.3.3 Maintenance Technical Assistance	17
5.13.3.4 Technical Reference Library	18
5.13.3.5 Unit-Level Maintenance	19
5.13.3.6 Direct Support and General Support Maintenance	20
5.13.3.7 Army Warranty Program	23
5.13.3.8 Special Purpose Equipment and Tools	23
5.13.3.9 Test Measurement and Diagnostic Equipment	25
5.13.3.10 Wheeled Vehicle Brake, Alignment, and Side Slip Testing	25
5.13.3.11 Allied Trade Capabilities	26
5.13.3.12 Special Equipment Operation	32
5.13.3.13 Maintenance Facility Housekeeping	32
5 13.4 INTEGRATED SUSTAINMENT MAINTENANCE PROGRAM (ISM)	33

Exhibit Number

5.13-001
5.13-002
5.13-003
5.13-004
5.13-005

List of Technical Exhibits

Title

Contract Data Requirements List (CDRLs) Existing Service Contracts Emergency and Mission Essential
Equipment and Vehicles Representative Sample of Services Provided Location Of Power Generating
Equipment

MATERIEL MAINTENANCE

5.13.1 INTRODUCTION

The Contractor shall provide materiel maintenance services to authorized organizations and individuals. The Contractor shall operate and manage the Installation vehicle, ground support equipment, office equipment maintenance facilities, electronics shop, and small arms repair shop at Fort Lee. The work shall only be accomplished by a valid work order. All work shall be performed by qualified personnel in accordance with applicable laws, regulations, documents, and Government-developed annual and long-range plans. Technical Exhibits provide expanded information for this Functional Area.

5.13.1 SCOPE OF SERVICES

5.13.1 .1 Work Area/System Description

5.13.1 .1 .1 The Contractor shall inspect, service, maintain, repair, overhaul, transport, and process for issue or turn-in vehicles and ground support equipment, small appliances, electronics equipment, Chemical Agent Monitors (CAMs), and weapons. The Contractor shall provide maintenance support services to include, but not be limited to, all Units/activities authorized for support in accordance with AR 5-9 Area of Responsibility (AOR), CASCOM Reg 10-1, Inter-service Support Agreements (ISSAs) and Memorandums of Understanding (MOUs). The Contractor shall provide maintenance support services to all Active and Reserve Components conducting field exercises or annual training at the Installation. The Contractor shall perform Maintenance and Technical Inspection Services as requested on Maintenance Request, DA Form 2407/5980, or DA Form 5990-E. The contracts listed in Technical Exhibit 5.13-002 are currently being used to accomplish some of the work. The Contractor has the option of continuing to use these existing contracts or performing the work in Contractor facilities.

5.13.1 .1 .2 Maintenance Levels. The Contractor shall perform materiel maintenance at Fort Lee to include personnel, administration, and management required to plan, organize, facilitate, direct, control, and perform maintenance functions at the following levels for authorized customers:

- a. Unit Level (10 Level; Operator) and (20 Level, Organizational)
- b. Direct Support (DS) (30 Level)
- c. General Support (GS) (40 Level)

5.13.1.1.3 National-Level Maintenance. The Contractor shall demonstrate the capability to perform National-Level maintenance. This work may include, but is not limited to, work performed under the Integrated Sustainment Maintenance (ISM) program, and other maintenance work as directed. The Contractor shall submit a plan (CDRL 51 3R001) that details how this capability provides a complete accounting of Fort Lee Materiel Maintenance responsibility boundaries and relevant Inter-service Support Agreements (ISSAs).

5.13.1.1.4 Maintenance Capability. Contractor DS/GS maintenance capability shall at the minimum be that required to support the range of equipment items listed in the Supported Equipment List, the Installation Property Book Listing, and Sections II and III of the Table of Distribution and Allowances (TDA).

5.13.1.1.5 Maintenance Workload. Maintenance workload shall include, but not be limited to, Unit, DS, and GS repair on both tactical and non-tactical end items, major subsystems, assemblies and component items to include: tracked; wheeled and commercial and construction equipment-vehicles; engines; transmissions; transfer cases; axles; winches; final drives; steering gears; fuel systems; generators; regulators; CAMS, firing range equipment, communications/electronics systems and components; lead-acid batteries; artillery; turrets; optical devices such as day sights; thermal sights; night vision devices; mortars; recoilless rifles and guns; van mounted air conditioners/climate control units; and small arms such as machine guns, rocket and grenade launchers, rifles, shotguns, pistols, and cannons. In addition, maintenance workload may include items such as commercial office machines, fire extinguishers, grounds-keeping equipment, and other equipment. Maintenance workload may also include National-Level maintenance work and special projects as directed.

5.13.1.1.6 Indirect Functions. The Contractor shall also perform necessary indirect functions, such as safety inspections; hazardous material control, storage and disposal; security, and housekeeping in accordance with Fort Lee, OSHA, and DA directives. Facilities, equipment, and components covered under this Functional Area of the Contract include, but are not limited to, the following:

- a. Offices and Shops
- b. Warehouses
- c. Storage Lots
- d. Cargo Vehicles
- e. Special Purpose Equipment and Vehicles
- f. Materiel Handling Equipment (MHE)
- 9. Maintenance Equipment and Tools
- h. Automated Management Information Systems
- i. Cranes and Hydraulic Equipment Lifts
- j. Air Compressors
- k. Track Vehicles
- l. Lawn and Garden Equipment
- m. Construction Equipment

5.13.1.2 Work Management and Control

The Contractor shall provide materiel equipment maintenance services to support the Installation 0730-1630, Monday through Friday, excluding Federal holidays and weekends. The Contractor shall provide reimbursable/funded maintenance support to other DOD components and Federal Government agencies operating within the Fort Lee Materiel Maintenance AOR to the extent that the requirements of this Contract will permit, and available capabilities and capacities exist. The Contractor shall provide on-call services during after duty hours, on holidays and weekends to cover the full range of equipment.

5.13.1.2.1 Forms. The Contractor shall use DA PAM 738-750 for specific details on use, preparation, processing, and distribution of forms required in the maintenance operations, and applicable Technical Manuals (TMs) or Technical Bulletins (TBs) for maintenance forms used that are outside the purview of DA PAM 738-750. The Contractor shall use AR 710-2, DA PAM 710-2-1, and DA PAM 710-2-2 to review DA Forms 1687 submitted by supported activities for correct preparation.

5.13.1.2.2 Standard Operating Procedures. As part of the Service Plan, the Contractor shall develop Standard Operating Procedures (SOPs). The Contractor shall determine the number of copies to have printed based on a formula of two per customer account (number of DA Form 1687 on file), plus 10% of the total requirement. The Contractor shall distribute the two sets to the customers and place the remaining 10% in a conspicuous location in the customer service area for customer access.

5.13.1.2.2.1 Master Internal Maintenance Division SOP. The Contractor shall develop a Master Internal Maintenance SOP which outlines the standard procedures for the Contractor to follow when providing maintenance support to the Government (CDRL 513R002). The scope of the Master Internal Maintenance SOP shall, at a minimum, address every maintenance function specified in this Functional Area and shall be in accordance with Update 3-14, Maintenance Management Update. Additionally, it shall incorporate Installation wide SOPs to include procedures for the disposition of unserviceable or hazardous materials, and for completion of associated maintenance actions. The Master Internal Maintenance SOP shall also contain a copy of each of the Contractor's subordinate maintenance functional SOPs. The Contractor shall ensure that the Master Internal Maintenance SOP is compatible with Government requirements and Contractor SOPs for interfacing logistics functions. The SOP shall be comprehensively integrated, and free of contradictory guidance. The Contractor shall, on a continuing basis, bring to the attention of the Government, areas identified as contradictory or incompatible. Any potential for achieving greater efficiency in maintenance operations, which requires Government attention to achieve resolution, shall also be revealed.

a. Maintenance Division Shop SOPs. The Contractor shall develop Maintenance Shop SOPs (CDRL 513R003) which document standard procedures that the Contractor shall follow for each of the maintenance functions called for under this Functional Area of the Contract.

b. Hazardous Materials/Waste Management SOP. The Contractor shall develop a Hazardous Materials/Waste Management SOP (CDRL 513R004) to provide guidance, establish procedures, and assign responsibilities for governing Hazardous Materials/Waste Management. The Contractor shall establish responsibility for safe collection, storage, and disposal of hazardous materials/waste, operation of the satellite accumulation sites (SAS), and procedures for spill response. The Contractor shall comply with Federal, State, local, and Fort Lee Environmental regulations.

c. Chemical Agent Monitor (CAM) Room SOP. The Contractor shall develop a CAM Room SOP (CDRL 513R005) to outline the policies and procedures used when handling CAMs, Chemical Agent Detectors (CADs), and other pieces of equipment that contain radioactive materials. This SOP shall also specify the requirements for individuals to obtain CAMs certification.

d. Hearing Conservation Program SOP. The Contractor shall develop a Hearing Conservation Program SOP (CDRL 513R006) to establish and outline the policies in the control of noise hazards and the prevention of hearing loss among personnel. The Contractor shall appoint a Hearing Conservation Officer who will inspect hearing protection, requisition hearing protection devices, and ensure adequate supply is available. In addition, the Hearing Conservation Officer shall schedule and document annual hearing training, ensure that noise hazard areas/equipment are marked with appropriate warning labels/signs, and provide copies of regulations, directives, and technical bulletins on hearing conservation.

5.13.1.2.2.2 External Maintenance Division SOP. The Contractor shall develop an External Maintenance SOP (CDRL 513R007) which provides a single standard set of procedures for use by customers, except for those participating in the Maintenance Assistance and Instruction Team (MAIT) Program. The External Maintenance SOP shall, at a minimum, address the areas covered by the current Fort Lee External Materiel Maintenance SOP and shall include operation of the Technical Reference Library and associated customer procedures. The SOP shall be designed in accordance with AR 25-30 to assist and inform customers of operating procedures, requirements, and responsibilities outlined in AR 750-1 and DA PAM 738-750. The Contractor shall submit the initial External Maintenance Division SOP for Maintenance Division functional areas to the COR for approval 35 days after Contract award. Thereafter, the Contractor shall update, make, and publish changes as changes occur. The Contractor shall submit all External Maintenance Division SOP changes to the COR for approval before printing and distribution. In the event that the Contractor's proposed External Maintenance Division SOP is not approved by the COR, the Contractor shall incorporate recommended changes and corrections to the extent required to bring the proposed SOP to an acceptable level as defined by the COR. The Contractor shall have 5 calendar days to make corrections and resubmit the proposed SOP to the COR for approval. The Contractor shall have the External Maintenance Division SOP printed and distributed no later than 30 calendar days after approval is given.

5.13.1.2.3 Quality Control Measures. The Contractor shall include maintenance related quality control measures in the Quality Control Plan specified in Section C-1.3. The applicable standard for quality control of maintenance operation ground equipment is ISO 9002; Quality Systems-Model for Quality Control in Production, Installation and Servicing. The Contractor's Quality Control Plan must be approved by a quality agent from Army Material Command (AMC) for ground equipment systems and Tank Automotive and Armaments Command (TACOM).

5.13.1.2.4 Administrative Files. The Contractor shall maintain office administrative files in accordance with AR 25-400-2, The Modern Army Record-keeping System (MARKS). Files maintained by the Contractor under this Contract shall be the property of the Government and shall be turned over to the Government upon termination or completion of this Contract. The Contractor shall not allow any Government agency or individual to have access to summary reports applicable to this Contract unless specifically authorized to do so by the COR.

5.13.1.2.5 Meetings. The Contractor shall facilitate scheduled and unscheduled materiel maintenance planning and status meetings required by the Government.

5.13.1.2.5.1 Tasks. The Contractor shall provide assistance, work request status, parts information, and estimate completion date to customers. Weekly status meetings shall be conducted with the QM School PWD and the 49th Group. On a monthly basis, the Contractor shall brief the Unit Status Report (USR). The Contractor also provide, at a minimum, weekly status meetings relative to maintenance operations. The Contractor shall provide briefings and facility tours of Materiel maintenance facilities on an "as required basis." Appropriate notification will be given by the Contracting Officer's Representative (COR) who will specify the scope of the desired briefing/tour. (Approximately eight to twelve briefings and/or orientation tours per year can be expected.)

5.13.1 .3 Reporting Requirements

The Contractor shall prepare, submit, and maintain all records, reports, and submittals as specified in Technical Exhibit 5.13-001. Unless directed otherwise, the Contractor shall prepare and deliver to the Government, the associated maintenance data and reports required by applicable Army Regulations, Department of Army Pamphlets, TBs and Technical Orders, and other specified reports.

5.13.1 .3.1 Supply Problem Report. The Contractor shall prepare and deliver the Supply Problem Report in accordance with CDRL 51 3R008. This report shall provide information related to maintenance and repair operation stoppages caused by nonavailability of supply items, planned corrective actions, and/or work-arounds.

5.13.1.3.2 Daily Production Status Report. The Contractor shall provide, in a format approved by the COR, a synopsis of work orders initiated, major items completed, status of unresolved problems that are affecting production, planned significant activities (such as briefings, tours, etc.), and other current information that will aid in monitoring the status of the Contractor's maintenance operations (CDRL 513R009).

5.13.1 .3.3 Weekly Activity Report. The Contractor shall compile significant workload data to provide for the COR and to be consolidated and submitted to the Garrison Commander (CDRL 513R010).

5.1 3.1 .3.4 Weekly Maintenance Summary. The Contractor shall provide, in a format approved by the COR, a summary of the previous week's operations, in terms of work requests received, work orders initiated, items completed, work in process by shop, major items in a work stoppage status at week's end, planned corrective actions, anticipated problems, and work-around measures (CDRL 513R01 1). This report shall be submitted to the COR.

5.13.1.3.5 Monthly Maintenance Report. The Contractor shall provide, in a format approved by the COR, a comprehensive summary of maintenance operations (CDRL 513R012). The report shall also function as a means to highlight longer term issues that require Government action or notice. At a minimum, the report shall provide an analysis of production measures to include workload backlog, items completed, an analysis of the previous month's operations in terms of production trends, quality measures, mean time to repair, technical assistance provided to customers, and other pertinent information. Suggestions to improve work efficiency and quality shall also be included in this report.

5.13.1.3.6 Monthly Readiness Status Report. The Contractor shall provide monthly readiness status reports as directed by the COR (CDRL 51 3R013). The Contractor shall attend monthly, or as required, readiness briefings (Materiel Maintenance Readiness Briefing and 49th Group Unit Status Report Briefing) and verbally provide current status of items reported.

5.13.1.3.7 Monthly Materiel Condition Status Report. In accordance with AR 700-138, the Contractor shall transfer the information from DA Form 2406, submitted by supported Units/activities which covers a one month period ending on the 15th day of each month to diskettes and forward the diskettes for submission to the U.S. Army Logistics Support Activity (LOGSA), Redstone Arsenal, Huntsville, AL, not later than the first day of the month following the end of the month in which the report period ended (CDRL 51 3R014).

5.13.1.3.8 Specific Publications and Forms. Specific publications and forms required for the provision of maintenance services described in the Functional area are listed in Section C-6 of this Contract.

5.13.2 PRODUCTION, PLANNING, AND CONTROL

5.1 3.2.1 General

The Contractor shall establish, manage and operate a Production, Planning, and Control (PPC) system for all levels of maintenance. The Contractor shall utilize the Standard Army Maintenance Systems - Installation/Table of Distribution and Allowances (SAMSI/TDA) software system to plan, schedule,

control, and process maintenance requests for repair or service. The Contractor shall receive, verify, input, and edit data associated with the processing of maintenance requests. The Contractor shall prepare documents used for scheduling workload and resources and shall ensure priorities and schedules are met within existing capabilities of available resources.

5.13.2.1.1 Signature Cards. The Contractor shall maintain current Signature Card files, DA Form 1687, in accordance with AR 710-2 for all authorized customers. As of [date] the Signature Card File contained [number] of cards.

5.13.2.2 Management Information Systems

The Contractor shall use Standard Army Management Information Systems (STAMIS) to perform the Installation Materiel Maintenance mission. The Contractor shall provide data conversion, document control, and inventory adjustment. The Contractor shall perform systems and functional analysis in support of the STAMIS used to accomplish the Installation Materiel Maintenance Mission. Contractor responsibilities shall include, but are not limited to, use of standard and non-standard systems, assistance to system users, assistance with the resolution of system problems, coordination with system developers, and performance of systems security and systems administration. The Contractor shall also serve as the initial point of contact between system users, software support elements, and hardware support elements.

5.13.2.2.1 SAMS-I/TDA System. The Contractor shall operate the SAMS-I/TDA system as specified in the user's manuals, ADSM 25-L-25/1 and 2, and AR 750-1, on a daily basis. The Contractor shall provide output reports and documentation as required by the Contracting Office, COR, and Installation Materiel Maintenance Officer (IMMO). The Contractor shall verify and enter maintenance data into the Government furnished automated information management systems in place at Fort Lee and the Army Maintenance Management System (TAMMS).

5.13.2.2.2 Systems Installation. The Contractor shall comply with Government furnished instruction pertaining to automatic data processing systems that may be installed and operated on computer equipment. The Contractor shall furnish computer listings as directed by the COR and as required by applicable Army regulations (CDRL 51 3R015). The COR will approve all changes to computer equipment prior to procurement and installation of hardware and software. Previously developed STAMIS data files will be furnished to the Contractor.

5.13.2.2.3 System Inputs and Outputs. The STAMIS shall provide a means of entering and extracting data relating to materiel maintenance that includes, but is not limited to, work order numbers, item ownership, work order status, use of labor, equipment and materials, supply status, and other information required for effective management of maintenance operations.

5.13.2.2.4 Data Input Errors and Corrections. The Contractor shall identify all data errors made by Contractor personnel. Data errors include, but are not limited to, correct information incorrectly keyed into the system, incorrect information keyed into the system, and omissions of data required to be keyed into the system. After the error is identified by the Contractor or the Contractor has been notified by the Government of the error, the Contractor shall provide correct information to the Government and input the correct information into the automated system. When editing, correcting or inputting information into SAMS-I/TDA, the Contractor shall ensure the following:

a. The EIC, noun, model, National Stock Number (NSN), and APC on work orders for end items match the SAMS-I/TDA EIC Master File Information,

b. RXA repetitive component work orders are standardized in SAMS-I/TDA records, and

c. The Unit Identification Code (UIC) matches the UIC list provided by the Government.

5.13.2.2.5 ULLS Diskettes. The Contractor shall receive ULLS diskettes and copies of work orders daily from the Units of the 49th Group. The Contractor shall process the diskette information into SAMS-I/TDA in accordance with AIS Manual 25-L21-AHNBUR-EM. The Contractor shall post work order status, parts ordered, and work orders closed into SAMS-I/TDA for supported Units of Fort Lee.

5.13.2.2.6 Technical Support. The Contractor shall provide technical support for the SAMS-I/TDA software system. This shall include, but not be limited to, system operations, hardware and software problem troubleshooting, and coordination with TRADOC for resolution of software problems and software upgrades. The Contractor shall be responsible for loading all software change packages provided by the Government.

5.13.2.2.7 System Upgrades. Throughout the duration of this Contract, the Government will continue to upgrade existing systems and develop new automated systems. The Contractor shall assist the Government personnel in the development process, including completion of questionnaires and participation in interviews. The Contractor shall prepare and submit engineering change proposals software (ECP-S) in accordance with the system's user manuals.

5.13.2.2.8 Work Measurement Data. The Contractor shall accumulate work measurement data in the SAMS-I/TDA historical database. Existing time standards shall be updated and furnished to the COR on a quarterly basis (CDRL 513R016). Work measurement time standards shall be used on all maintenance requests for repair time.

5.13.2.3 Maintenance Requests

The Contractor shall plan, schedule, and control maintenance requests presented by authorized customers. The Contractor shall not accept any vehicle or equipment that is not accompanied by a maintenance request, DA Form 2407/5980 or DA Form 5990-E, or that does not have all the required information. This information shall include all blocks in Section I and Block 23 of Section II, a point of contact with phone number in Block 16a, the current FedLog cost, and the year of the manufacture of the equipment in Block 16. The Contractor shall ensure that all commercial items submitted into the maintenance facilities are Government Property. The Contractor shall receive, edit, and process all maintenance requests received within the maintenance commodity repair shops and other special/emergency requests. The Contractor shall maintain maintenance request register (DA Form 2405) or automated equivalent and supporting files to schedule work. Maintenance requests worked out of turn shall be approved by the COR.

5.13.2.3.1 Work Requests/Orders. The Contractor shall receive, edit, and process work requests which will reflect the UIC of the Unit activity originating the request. A Work Order Number shall be assigned to each request; the first digit of the Work Order Number shall represent the applicable fiscal year. The Contractor shall prepare and process work request documents used for scheduling workload and resources and shall maintain suspense files on all open work orders. The Contractor shall record all direct maintenance labor and repair parts (including bench stock, cannibalized/crossleveled, and fabricated parts) on DA Forms 2407/5980 and 2407-1/5988. This shall be reported through the PPC system in order to accurately identify and cost each maintenance action. In addition, the Contractor shall provide work request status and parts information to customers upon request.

5.13.2.3.2 Completion of Work. The Contractor shall complete the DA Form 2407/5980, Blocks 17-22 and 25,26, and 28, when all work has been completed. The Contractor shall annotate the DA Form 2407/5980 with the name of the person notified, the date, and the time of notification. The Contractor shall require the customer to sign and date block 27 of the DA Form 2407/5980 and return copy #1 before releasing the vehicle or equipment. The Contractor shall keep copy #5 of the DA Form 2407/5980 on file. Upon completion of repair or service and final inspection of item, the Contractor shall notify the customer that the vehicle or piece of equipment is ready for pickup within 24 hours or one work day whichever is sooner.

5.13.2.4 Modification Work Orders

The Contractor shall apply Modification Work Orders (MWOs) to equipment as directed by the Government. When requested, the Contractor shall provide data as a basis for the Government to develop bids for installation of MWOs. Depending on the nature of the MWO, the Government retains the right to order modifications to be performed by visiting depot-level expert teams, other contractors outside the scope of this Contract having specialized skills or equipment, or via this Contractor within the scope of this Contract. The Contractor shall comply with Government requests for self assessments of technical ability; production, equipment, parts, and storage capacity; and administrative capability in response to proposed MWO requirements. The Contractor shall appoint, in writing, a MWO coordinator for Fort Lee and provide the name and phone number to TRADOC HQ, DCSBOS, and ATBO-HM.

5.13.2.4.1 Schedule Development. The Contractor shall coordinate installation of MWOs on equipment by developing a schedule with the COR, the cognizant Major Subordinate Command, and the owning Units.

5.13.2.4.2 Meetings, Briefings, and Conferences. The Contractor shall participate in meetings, briefings, and conferences relative to the MWO Program as directed by the Government.

5.13.2.4.3 Reporting Requirements. The Contractor shall prepare and submit MWO Installation status reports as directed by the Government. In addition, the Contractor shall maintain MWO Installation records for five years.

5.13.2.5 Scheduling of Work

The Contractor shall schedule work based on customer established priority designators indicated on the DA Form 2407/5980.

5.13.2.5.1 Validity of Maintenance Request. The Contractor shall challenge maintenance requests and priority designators of questionable validity. The basis for challenge, as derived from AR 750-25, Chapter 3, and a copy of the applicable DA Form 2407/5980 shall be provided to the COR for resolution within one hour after the challenge.

5.13.2.5.2 Issue Priority Designator. The Contractor shall receive and process maintenance requests based on the assigned "Issue Priority Designator" (IPD), and annotate the date and person contacted. The Contractor shall not replace subassemblies and components when repairs are within the Contractor's level of maintenance, unless approved on an exception basis by the COR. The Contractor shall provide output reports and documentation from the SAMS-I/TDA user's manual as required by the COR. Copies of recurring and non-recurring reports shall be supplied to the COR or other Government personnel as required or requested. The Contractor shall reestablish and change priorities of work as directed by the Government.

5.13.2.5.3 Priority Authentication . Supported Units shall be required to submit one DA Form 1687 to delegate authority to submit and receive equipment on maintenance requests and work orders and one to delegate authority for Priority Authentication of high priority (Priorities 01-10) work. Assumption of command orders or appointing memorandums are not required. Commanders/Activity Chiefs/Property Book Officers/Hand Receipt Holders are authorized to sign DA Form 1687.

5.13.2.5.4 Emergency, Contingency, and Special Mission Work Priorities. The Contractor shall provide priority maintenance services for emergency and mission essential equipment and vehicles listed in Technical Exhibit 5.13-003. The Contractor shall notify the COR of any emergency or mission essential equipment that will be dead-lined in excess of three workdays. The Contractor shall accept emergency, contingency, and special mission work priorities as directed by the COR and assign or reassign personnel as required to perform the work. In the event of any disagreement concerning the compliance by the Contractor with such work assignments, the disagreement shall be submitted promptly to the COR for resolution and decision. Nothing in this paragraph shall be construed as authorizing a change in any of the tasks or requirements of this Contract without specific authorization from the COR. The COR will consider directed changes to priorities during surveillance of Contract operations.

5.13.2.6 Record-keeping

The Contractor shall maintain the following records for evaluation of performance by the Government in accordance with DA PAM 738-750, TM 38-750-1 and AR 710-2:

- a. DA Form 2407/5980, Maintenance Request
- b. DA Form 5990-E, Maintenance Request
- c. DA Form 2407-1/5988, Maintenance Request continuation sheet
- d. DA Form 5988, Equipment Inspection Worksheet
- e. DA Form 2404, Equipment Inspection and Maintenance Worksheet
- f. DA Form 1687, Notice of Delegation of Authority Receipt for Supplies
- g. DA Form 2405, Maintenance Request Log. (Columns A through I shall be completed for each work order logged into the control system.)
- h. Computer Printout from Contractor automated work order tracking system, as requested

5.13.2.6.2 Notice of Delegation of Authority Receipt for Supplies. The Contractor shall maintain a file of all completed DA Forms 1687 submitted by supported Units/activities. The Contractor shall require each supported Unit/activity to submit a completed set of DA Forms 1687, as a written record of authorized personnel to act on behalf of the applicable Unit activity to submit a high priority maintenance request, and to receipt equipment vehicles into the Contractor's maintenance facilities. The Contractor shall notify the supported Unit/activity of the annual expiration date of the DA Form 1687 within seven workdays prior to the actual expiration date. The Contractor shall not accept equipment/vehicles from supported Units/activities which do not have a current, up-to-date DA Form 1687 on file at the maintenance facility.

5.13.2.6.3 Work Order Files. The Contractor shall maintain work order files as required by AR 750-1 and DA PAM 738-750. Maintenance records shall be retained for a minimum of two years from the time of completion in order to verify and track warranty claims and covered corrective

maintenance requirements. Maintenance records include DA Forms 2407/5980, 5990-E, and documentation required in ISO 9002, such as AOAP Card DYNO Run-in Print-out. Work orders shall be filed within five workdays after customer pickup. Work orders shall be maintained in numerical order.

5.13.2.6.4 Control Numbering System. The Contractor shall establish and maintain a sequential work order control numbering system in SAMS-I/TDA to record each maintenance request, DA Form 2407/5980 or DA Form 5990-E, submitted to the maintenance facilities. Upon completion of the initial inspection and acceptance of the maintenance request, the Contractor shall assign a work order control number, log the DA Form 2407/5980 into the control system, annotate the control number on the DA Form 2407/5980, initial and enter the Julian date in block 24 of the DA Form 2407/5980 and return the first copy to the customer.

5.13.2.6.5 Vehicle Records. The Contractor shall require the requesting organization to turn in any or all vehicle or equipment records with the item when maintenance services are requested, to include Technical Publications, if required.

5.13.2.7 Communications

The Contractor shall maintain communications with organizations using the same systems and those that provide input or receive output from the materiel maintenance STAMIS. These liaisons shall be with external groups such as HQ TRADOC, the Army Materiel Command (AMC), Headquarters, Department of the Army (HQDA) and internal groups such as the Directorate of Resource Management (DRM). The Contractor shall notify the Unit commander of high priority (priority designator code (PDC) 01-10) items not picked up within one workday and other items not picked up within three workdays of notification. The Contractor shall notify the COR when equipment is not picked up by the fourth working day and shall continue to notify the Unit/activity that items are ready for pickup.

5.13.2.8 Reimbursable Customers

Some of the supported Units are reimbursable customers required to reimburse the maintenance facility for services provided. A list of reimbursable Account Processing Codes (APCs) is provided by the Budget Analyst responsible for the Materiel Maintenance account, Program and Budget, and DRM. The Contractor shall enter the APC, identify the cost by type of equipment, AMS code, or project, on each work order. The Contractor will be provided with a list of APCs 30 calendar days prior to Contract start date and as changes occur. The list shall be updated and distributed as changes occur. The Contractor shall forward the control copy (number three) of the completed maintenance request to the Budget Analyst in accordance with AR 37-100.

5.13.2.9 Maintenance Performance Measures

The Contractor shall compile data required for Maintenance Performance Measures as outlined in AR 750-1, Appendix C. The Contractor shall use performance measures and analysis of trends to help identify problem areas and develop and initiate corrective actions. The Contractor shall compile data required for the Maintenance Performance Measures based upon all Maintenance Requests that were completed during the calendar month report period. If for any reason there are any Maintenance Requests that cannot be used, they will be listed by Work Center, Work Order Number, and the reason why they could not be used.

5.13.2.9.1 Backlog Report. The Contractor shall develop the Backlog Report for each work center performing maintenance and repair services through Maintenance Requests (CDRL 513R017). The backlog for the Maintenance Division as a whole shall then be determined.

5.13.2.9.1.1 Workload Data. The Contractor shall compute the Workload data required by the Backlog Report, as outlined in AR 750-1, Appendix C, paragraph C4. Workload is the sum of the estimated man-hours required to complete work awaiting induction into maintenance and the man-hours required to complete work already in process. The Contractor shall maintain an average workload backlog based on Army standards of no greater than 5 to 20 working days.

5.13.2.9.1.2 Direct Labor. The Contractor shall compute direct labor availability required by the Backlog Report, as outlined in AR 750-1, Appendix C, paragraph C5. Direct Labor availability shall be computed by multiplying the number of direct labor personnel assigned by seven (the number of direct labor hours established locally as the normal workday), times the number of normal workdays in the month. The Contractor shall compute direct labor utilization rate required by the Backlog Report as outlined in AR 750-1, Appendix C, paragraph C-6.

5.13.2.9.1.3 Supply Delay and Repair Cycle Time. The Contractor shall obtain the Supply Delay and Repair Cycle Time from SAMS-I/TDA System.

5.13.2.10 Technical Inspections

The Contractor shall provide technical inspection services for all equipment presented for turn in, serviceability check, or for repair in accordance with AR 750-1 and in support of Fort Lee Supply Services for in-processing of new equipment into the Army inventory. The Contractor shall perform initial, in-process, and final inspections of equipment. The Contractor shall perform inspections in accordance with equipment maintenance and serviceability standards applicable to the maintenance level performing the repair (i.e. Unit, DS, or GS). The Contractor shall determine that all repairs required by regulation and technical manuals do not exceed maintenance expenditure limits (MEL) established by applicable equipment technical bulletins. When the repair estimate exceeds the limit as defined in applicable technical bulletins or exceeds 65% of acquisition cost for nonstandard items, the Contractor shall prepare a form as directed by TB 43-0002 or TB 750 series publications and return the item with the completed form to the customer.

5.13.2.10.1 Initial Inspections. The Contractor shall perform initial inspections of items on work requests and shall identify all maintenance and parts required. The Contractor shall inspect all equipment brought in by supported Units for: completeness; cleanliness; damage other than fair, wear, and tear (FWT); and for completion of Operator/Unit-level maintenance services. The Contractor shall notify the IMMO of any upward trends in equipment received for DS/GS levels of maintenance services which are deficient in completion of Operator/Unit Level maintenance services.

5.13.2.10.2 In-Process Inspections. The Contractor shall perform in-process inspections and shall identify or verify any additional maintenance or parts requirements, and verify that work is being performed in accordance with established standards and specifications.

5.13.2.10.3 Final Inspections. The Contractor shall perform final inspections of completed work and shall verify that maintenance actions have been accomplished, that maintenance actions taken agree with the work included on the work request, and that the equipment or item meets serviceability standards.

5.13.2.10.4 Inspection and Certification of MILVANS. The Contractor shall inspect and certify Government-owned deployable MILVANS and containers repaired in the maintenance operation. Certification must be accomplished every four years. Final disposition of equipment coded H or P shall not be made without COR inspection. Verification inspections shall be completed as specified in AR 750-1. The Contractor shall adhere to the applicable equipment TMs and TBs, special bulletins, specifications, procedures and Maintenance Allocation Charts (MAC) to include, but not limited to:

- a. AR 700-88
- b. AR 735-11-2
- c. AR 710-2

5.13.2.10.5 Fabric and Textile. The Contractor shall perform technical inspection on tents, camouflage systems, trailer covers, air items, and parachutes for repair or turn-in as needed. Occasionally, the Contractor shall be a consultant for vehicle inspection of upholstery repair and fabric selection.

5.13.2.10.6 Damaged Equipment. The Contractor shall not accept damaged equipment unless the maintenance request is accompanied by a release statement signed by the Survey Officer or Activity Commander in accordance with AR 735-5. The Contractor shall recommend actions in accordance with AR 735-5 when equipment is determined to have been damaged beyond what is considered FWT.

5.13.2.10.7 Uncorrected Operator/Unit-Level Maintenance Faults. The Contractor shall not accept equipment with uncorrected Operator/Unit-level maintenance faults unless the faults are recorded on the DA Form 2408-14, in accordance with DA PAM 738-750, that accompanies the maintenance request. On equipment for which the Contractor has Unit-level maintenance responsibility, the Contractor shall accept the equipment with Unit-level maintenance faults and shall reject that equipment with uncorrected Operator maintenance faults.

5.13.2.10.8 Insufficient Fuel. The Contractor shall not accept vehicles with less than approximately 1/2 of a tank of fuel in order to ensure that there is sufficient fuel to run the engine during maintenance operations and to perform a road test, or operational test, as required.

5.13.2.10.9 Estimation of Required Man-Hours. The Contractor shall estimate the time required to complete the requested maintenance if the maintenance allocation chart and engineered or statistical time standards are not available. The Contractor shall enter "estimate" after the man-hour entry on the DA Form 2407/5980 and annotate the DA Form 2407/5980 with the reason why estimated man-hours were used.

5.13.2.10.10 Determination of Man-Hour Requirements. The Contractor shall use engineered standards to determine man-hour requirements to be recorded on DA Forms 461-5, 2404, 2407/5980, 2407-1/5988, and 3590 when performing maintenance or technical inspection services. For tactical equipment, the Contractor shall use standards from regulations and Maintenance Allocation Charts (MAC) in technical manuals/bulletins. For commercial equipment, the Contractor shall use standards specified in commercial flat rate manuals. The Contractor shall notify the IMMO whenever equipment is received for maintenance or technical inspection services for which no standards exist.

5.13.2.10.11 Equipment Reparability. The Contractor shall provide technical inspection services to correctly classify equipment as economically or non-economically repairable in accordance with Maintenance Expenditure Limit (MEL) or to determine the extent of maintenance effort required to restore the item to prescribed conditions of serviceability. When repair of a particular item will exceed the onetime MEL, the Contractor shall code the item as "Uneconomically Repairable" and return the item to the Unit. The Contractor shall comply with MEL in accordance with applicable FSC groups as defined in technical publications and AR 700-88. The Contractor shall verify the description and condition code of uneconomically repairable major end items classified as condition code "H" per AR 750-1.

5.13.2.10.12 Cost Estimates. The Contractor shall prepare cost estimates and determine repair eligibility based on MEL. The Contractor shall not exceed MEL unless authorized by the COR. The Contractor shall submit to the COR waiver requests for exception to MEL in accordance with AR 750-1.

5.13.2.10.12.1 Estimated Cost of Damage/Repair. The Contractor shall perform technical inspection services to determine the estimated cost of damage (ECOD) or loss to the Government, estimated cost of repair (ECOR), and to determine if repairs are within allowed MEL. ECODs shall be completed as specified in DA PAM 738750.

5.13.2.10.12.2 Fair Wear and Tear. The Contractor shall determine whether the required repair is due to other than Fair Wear and Tear (FWT). In instances where repair is required due to other than FWT, the Contractor shall not begin repairs until the item has been released as specified in AR 734-5 Chapter 14. In those cases where the item is released according to AR 735-5, the Contractor shall compute the actual cost of the damage upon completion of the required maintenance. The Contractor shall consolidate this data for each Unit and forward the data to the supported Unit upon request per AR 735-5.

5.13.2.10.13 Deficiency Verification Inspections. When requested, the Contractor shall provide qualified personnel to inspect items presented by customers that are subject to a Product QDR, SF 368. If the failure presented by the customer and reported on the QDR is verified, the Contractor shall certify the QDR and return five copies to the Unit and one copy to the LSMM.

5.13.2.10.14 On-Site Inspections. The Contractor shall provide on-site inspection services and advice when a maintenance request is submitted by supported Units or activities. If the equipment is located off post, the Contractor shall advise the requesting Unit or activity to submit the maintenance request through the IMMO for approval prior to providing the services. The Contractor shall conduct equipment inspections at remote locations as directed by the Government.

5.13.2.10.15 Inspection of Office Equipment. The Contractor shall conduct technical inspections of office equipment in accordance with AR 750-1, AR 735-5, and TB 75097-74, when requested by activities, on a DA Form 2407/5980. The Contractor shall complete a DA Form 2404 for all technical inspection services conducted on office equipment and shall complete the technical inspection within two workdays of receipt of the equipment and DA Form 2407/5980. The Contractor shall notify the requesting activity by telephone of the completion of the technical inspection and the requirement for the Unit/activity to pickup the equipment.

5.13.2.10.16 Receipt of Equipment for Repair. The Contractor shall ensure that equipment is accompanied by required log book forms (if applicable) and a correctly prepared DA 2404 Equipment Inspection Worksheet and DA Form 2407/5980, Maintenance Request, as specified in DA PAM 738-750. The Contractor shall ensure equipment is free of hazardous or explosive materials. The Contractor shall ensure the customer has removed basic issue items (BII) and components of end items (COEI) except as needed to complete requested repairs.

5.13.2.10.17 Emergency Deployment Readiness Exercise (EDRE)/Field Exercise. The Contractor shall perform on-site technical inspection services of equipment during EDRE and contingencies as directed by the COR. The Contractor shall detect, identify, evaluate, and solve problems which are contributing to the inability of the Unit/activity to meet readiness standards. The Contractor shall investigate, analyze, and assist Units/activities in correcting operational maintenance problems in all areas.

5.13.2.10.18 Displaced Equipment. The Contractor shall, upon receipt of a DA Form 2407/5980 or DA Form 5990-E, perform technical inspection on Government property being transferred, loaned, or shipped to other Government activities. The Contractor shall verify that displaced equipment meets transfer standards and shall record the results of the inspection on DA Form 2404.

MAINTENANCE SERVICES

The Contractor shall provide on-site Unit, DS and GS levels of maintenance services on equipment when it is determined by the IMMO that on-site repair is more economical than movement of the equipment to the shop for repair. The Contractor shall arrange and coordinate GS maintenance when required support exceeds Unit or DS level capability. A representative sample of services provided is shown in Technical Exhibit 5.13-004.

5.13.3.1 General

The Contractor shall inspect, maintain, and repair vehicles and equipment in accordance with the specifications of the applicable manufacturer's maintenance service manual, AR(s), TM(s), and TB(s). The Contractor shall perform inspection services; load testing; to include OSHA certifications of manlift devices; and maintenance or repair services on any Government Furnished Equipment (GFE) provided to the Engineering Contractor. The Contractor shall perform Operator/Unit-level maintenance services on GFE, shop equipment, and tools in accordance with TB 750-103.

5.13.3.1.1 Security. The Contractor shall safeguard all customer's equipment submitted into the maintenance facilities. Tactical vehicles and motorized equipment shall be secured in accordance with TB 9-2300-422-20. Commercial vehicles shall have all available locking devices locked, with the windows rolled up.

5.13.3.1.2 Modification of Military Equipment. The Contractor shall modify military designed equipment in accordance with AR 750-10. The Contractor shall be the Modification Work Order Coordinator for Fort Lee for that equipment which the Contractor provides maintenance support. The Contractor shall require the customer to submit an approved waiver from the end item proponent, national maintenance point, for equipment modification outside the purview of AR 750-10. Commanders may authorize special modifications to materiel, however, this materiel must be returned to its original state within 24 hours. Special modifications to aircraft and COMSEC equipment require prior approval from ATCOM and NSA, respectively. The Contractor shall track MWOs by serial number to determine when equipment has been modified. The Contractor shall ensure all historical records are sent with each MWO.

5.13.3.1.3 New Equipment. The Contractor shall provide support for the planning and fielding of new equipment to include technical evaluations; review; analysis and requirements for maintenance; Test Measurement and Diagnostic Equipment (TMDE); repair parts; shop space; and staffing levels.

5.13.3.1.4 Quality Deficiency Reports (QDR). The Contractor shall prepare and submit QDR, SF Form 368, in accordance with DA Pam 738-750 to report: (1) quality deficiencies in equipment; (2) deficiencies due to design, manufacturing, overhaul, or maintenance; and (3) suggested ideas or recommendations for improvements to equipment (CDRL 513R018).

5.13.3.1.5 Equipment Improvement Recommendation (EIR). The Contractor shall prepare and submit EIR-Category I in accordance with DA PAM 738-750.

5.13.3.1.6 Army Oil Analysis Program (AOAP). The Contractor shall accomplish all Unit-level tasks required by the AOAP on designated equipment. The Contractor shall forward oil samples taken from GFE and all supported customer equipment to the supporting AOAP Laboratory in accordance with AR 750-1 and TB 43-0210. The Contractor shall comply with recommendations and feedback requirements issued by the AOAP Laboratory. Major component items having come in contact with oil shall not be replaced until the need for replacement is confirmed by laboratory analysis.

5.13.3.2 Customer Service Center

The Contractor shall establish a one-stop Customer Service Center for the following activities: a. Turn-in and pickup of equipment b. Material Condition Status coordination c. Army Oil Analysis Program (AOAP) d. Quality control e. TMDE coordination. The Contractor shall receive, edit, and process all maintenance requests received within the commodity repair shops and other special emergency requests. The Contractor shall maintain current material status and prepare the Installation Material Condition Status Report (CDRL 513R019) for all mission essential equipment on maintenance requests, or as directed by the COR.

5.13.3.3 Maintenance Technical Assistance

5.13.3.3.1 General. The Contractor shall provide technical assistance to units on proper maintenance procedures. Examples of this type of assistance include direction of defects in major assemblies prior to installation or removal; avoidance of unnecessary replacement of assemblies; and assistance in reduction of downtime. Technical assistance support shall be available (on-call) at all times. In addition, the Contractor shall assist and instruct Units and activities on how to improve operations and management in the following areas:

- a. Operator requirements
- b. Equipment calibration, condition, and serviceability
- c. Maintenance records, report management, and administrative procedures
- d. Material readiness reporting
- e. Repair parts supply procedures to include reparable exchange operations
- f. Maintenance personnel management and training
- g. Implementation of the AOAP and Army Warranty Programs
- h. Safety, proper use of tools, test equipment, troubleshooting, and fault diagnosis
- i. Proper use of publications to include distribution procedures
- j. Army modernization training
- k. Supply procedures and property accountability
- l. Preventive maintenance and equipment repair
- m. Planning, production, and quality control procedures
- n. Shop operations to include SOPs, shop layout, and building maintenance
- o. Load and testing of lifting equipment
- p. Safety inspection of lifting equipment

5.13.3.3.2 Meetings. The Contractor shall facilitate scheduled and unscheduled materiel maintenance planning and status meetings required by the Government.

5.13.3.3.3 Vehicles Damaged by Fire. The Contractor shall provide technical assistance to the Fort Lee Fire Marshall to determine ECOD on vehicles damaged by fire. DA Form 2407/5980 or DA Form 5990-E shall be used to document findings. One copy shall be provided to the Fire Marshall and one copy retained for the Contractor's files.

5.13.3.3.4 AOAP Lab Reports. The Contractor shall provide technical assistance when Units request help with AOAP Oil Analysis Request, DD Form 2026 or DA Form 5991 E, ULLS generated form, DA 2408-20 (Oil Analysis Log), and DA Form 3254-R. If the Unit is unable to determine the reason for failure, Contractor shall complete the form for submission by the unit. One copy shall be retained for the record.

5.13.3.3.5 Inspection of End Items. When requested, the Contractor shall inspect end items and components with missing, damaged, or otherwise unserviceable parts. Contractor personnel shall act as the honest broker to determine if discrepancies are the responsibility of Unit or repair activity. Findings shall be documented on DA Form 2404 of which one copy shall be provided to the Unit to accompany SF 368, Product Quality Deficiency Report (QDR), and one copy shall be retained for the record.

5.13.3.3.6 Lateral Transfers of Equipment. When directed by the COR, the Contractor shall act as the honest broker during lateral transfers for equipment. If requested, the Contractor shall determine whether discrepancies are the responsibility of the gaining or losing Unit and shall report findings to the COR.

5.13.3.3.7 Telephone Assistance. The Contractor shall provide qualified technical specialists for customer assistance requirements received by telephone. Contractor specialists shall perform research, including use of the Technical Reference Library, and other documentation necessary to satisfy customer requests.

5.13.3.3.8 Evacuation of Vehicles to Maintenance Compound. The Contractor shall provide technical assistance to Units for the purpose of evacuating vehicles to the maintenance operation compound for repair. DA Form 2407/5980 or DA Form 5990-E shall be used to record the evacuation recommendation.

5.13.3.3.9 Supported Unit/Activities Assistance. The Contractor's personnel shall be required to provide assistance and instruction to supported Units/activities regarding maintenance and repair of specialized equipment. When supported Units request assistance in areas not covered by this paragraph, the Contractor shall instruct the Unit to submit the request to the COR.

5.13.3.3.10 Visits. The Contractor shall conduct requested, directed, and programmed visits to Units/activities. The Contractor shall comply with visit planning, coordination, and follow-up procedures as outlined in AR 750-1.

5.13.3.4 Technical Reference Library

The Contractor shall establish and maintain a technical reference library for supported maintenance functions and materiel items in accordance with the provisions of AR 25-30. The library shall include a comprehensive set of Army maintenance references including, but not limited to, Army Regulations, DA Pamphlets, Technical Manuals, Technical Bulletins, Military Standards and Specifications, directives, training circulars, modification work orders, supply bulletins, supply catalogs, supply manuals, and lubrication orders pertinent to equipment supported by the Installation. The existing Materiel Maintenance technical library will be offered to the Contractor as Government Furnished Property (GFP).

5.13.3.4.1 Circulation Checkout Service. The Contractor shall provide circulation checkout service to external customers including other Government agencies and other Fort Lee support contractors.

5.13.3.4.2 STARPUBS DDN Interface System. The Contractor shall operate the STARPUBS DDN Interface System customer support subsystem for pinpoint subscription, initial requests, replacement, and changes of standard publications including hard copy and electronic media. This task includes both Government and Contractor requirements.

5.13.3.4.3 Publications and Technical Information. The Contractor shall maintain indexes of all publications, distribute new publications, and make changes to publication subscriptions as directed by the Government. The Contractor shall provide customers with publication information on specific equipment to include technical manual identification numbers and part prices.

5.13.3.4.3.1 Post Publications. The Contractor shall file/post all publications within five workdays of receipt of new publications or changes. The Contractor shall prepare DA Form 2028 to report errors in technical manuals/bulletins to the COR.

5.13.3.4.3.2 Publications on Order. The Contractor shall establish and maintain a system to identify the status of publications on order. The Contractor shall conduct an annual physical inventory of publications in the reference library to ensure that publications are current and complete in accordance with AR 25-30. The results of the inventory shall be made available to the Government for audit and review upon request.

5.13.3.5 Unit-Level Maintenance

5.13.3.5.1 General. The Contractor shall perform Unit-level maintenance on equipment when required and authorized by the Government. This shall include, but not be limited to, equipment assigned to the Transportation Motor Pool (excluding GSA vehicles, but including any special purpose equipment mounted on GSA vehicles), Fort Lee, and Units/activities who have requested Unit-level maintenance services on ISSAs. To the extent required by the Government, the Contractor shall comply with DA policy and guidance specified in FM 43-5, Unit Maintenance Operations. The Contractor shall perform Unit Level Maintenance services, as defined and specified in each end item's TM or TB, on vehicles and equipment for those activities lacking facilities or manpower required for this function. Unit-level maintenance services shall include, but not be limited to:

- a. Tire repair, replacement, and servicing to include balancing and rotating
- b. Front end alignments
- c. Engine tune-ups and minor repair to include belts, hoses, and gaskets
- d. Repair and service of mechanical, air, hydraulic, and electrical brakes
- e. Troubleshoot and repair of electrical systems and fuel systems
- f. Troubleshoot and minor repair of drive trains
- g. Minor body repair and adjustments to include door adjustment, weather strip replacement, and glass replacement

h. Accessory repair to include heater, defroster, air conditioners, and instruments

i. Unload items from transportation means when received for maintenance or repair and load items on transportation means for return to customers

j. Recover tactical and non-tactical equipment under work order

5.13.3.5.2 Preventive Maintenance Checks and Services (PMCS). The Contractor shall perform PMCS in accordance with TM 10/20 series manuals and Lubrication Orders (LO) to include all Before, During, and After checks. The Contractor shall schedule PMCS and maintain DD Form 314 or automated equivalent on all equipment for which the Contractor performs organizational maintenance. The automated equivalent DD Form 314, shall be maintained with all required information in accordance with DA PAM 738-750. The Contractor shall ensure that all required data from the automated DD Form 314 accompanies equipment when transferred. The Contractor shall provide users with a listing of scheduled PMCS due each month and a report of overdue PMCS to the COR by the fourth workday of each month (CDRL 513R020). The Contractor shall correct Unit-level discrepancies on all GFE.

5.13.3.6 Direct Support and General Support Maintenance

5.13.3.6.1 General. The Contractor shall perform Direct Support and General Support (DS/GS) maintenance and maintenance related services on the following inventory:

a. Tactical vehicles; construction and engineering equipment; trade vehicles; and special purpose equipment such as ROWPU and 3 kW to 100 kW generators; laundry and bath water purifiers; air conditioners; refrigeration units; and Lab vans.

b. Commercial vehicles and construction equipment to include bulldozers, cranes, front-end loaders, graders, tractors, backhoes and hydraulic-operated equipment

c. Major assemblies, subassemblies, and components including, but not limited to the removal, repair, and installation of engines, engine components, transmissions, transfer cases, power take-offs, and differentials.

d. Power transfer equipment to include pressure testing; adjusting and replacing bands; discs, and valve bodies, and replacing and adjusting bearings and gears

e. Electric and pneumatic hand tools

f. Steam cleaners and high pressure washers

g. Brake systems to include the repair compressors, machining of drums and rotors, relining of brake shoes, and servicing antilock systems

h. Fuel injector systems

i. Hydraulic systems (excluding brake system components) to include rebuilding pumps, cylinders, and control valves

j. Steering assemblies to include steering gears and associated hydraulic components

5.13.3.6.2 Tactical and Commercial Communications/Electronics Systems. The Contractor shall provide communications and electronic equipment maintenance operations support to all units/activities at or satellited on Fort Lee, to include areas designated in AR 5-9 with TRADOC Supplement and other units/activities having support agreements with Fort Lee. The Contractor shall provide services for the repair of communications equipment; piece part repair maintenance for selected electronic items (specialized repair); perform associated activities necessary for maintenance of communications and planning; and accomplish new equipment maintenance requirements. Maintenance services shall be provided during regular duty hours, emergency services, and field duty. The Contractor shall repair, upgrade, install, and provide customer support for tactical and commercial communications/electronics systems and components including, but not limited to:

- a. ADP equipment and related hardware and software, including printers, monitors and other system components
- b. Office equipment, such as telephone systems, facsimile machines, and answering machines
- c. Television receivers, video cassette recorders, audio equipment and TV cameras, closed circuit television (CCTV) systems, optical, night vision devices, and cameras
- d. Security surveillance systems
- e. Telecommunications support, tactical, and commercial two-way radio systems
- f. Indoor and outdoor electronic scoreboards
- g. Global positioning and telemetry systems and other mobile installation equipment

5.13.3.6.2.2 Equipment Replacement. The Contractor shall notify the COR when equipment, special test equipment, and related equipment become eligible for replacement.

5.13.3.6.2.3 Piece Part Repair. The Contractor shall provide piece part repair services for designated Specialized Repair Activity (SRA) equipment from units on Fort Lee. The extent of piece part repair is limited to availability of TMDE, tools, and repair parts.

5.13.3.6.2.4 Consolidated Communications Electronics Repair Program. The Contractor shall operate the Consolidated Communications Electronics Repair Program for installations/organizations located outside Fort Lee.

5.13.3.6.3 Miscellaneous Control Systems. The Contractor shall repair, maintain, install, and test various small control systems and all their included components. All work on critical systems (as designated by the COR) shall be handled as Priority work. Components shall include, but not be limited to the following: voltage and current regulators, remote control panels, contractors, circuit breakers, disconnects, cable, wiring, switches, relays, capacitors, lamps and lamp-holders, fuses, ground wells, ground rods, underground cables, and wiring, remote control devices, clocks, timers, inverters, batteries, battery chargers, motors, wiring harnesses, outlets, cord and cord caps, wiring devices, annunciators, transformers, power supplies, diodes, resistors, transistors, varistors, integrated circuits, terminals, connectors, connection boxes, conduit of all types, and hardware and fittings.

5.13.3.6.4 Vehicle and Shelter Air Conditioning. The Contractor shall service and repair vehicle, van, and shelter mounted air conditioning and refrigeration units. The Contractor shall provide on-site repair services for those units installed in vans or shelters.

5.13.3.6.5 Installed Refrigerator Units. The Contractor shall provide on-site repair services for refrigerator units. The Contractor shall request the supported Unit to evacuate the equipment to the repair facility when repairs cannot be performed on-site.

5.13.3.6.6 Grounds Keeping Equipment. The Contractor shall perform repair services on all lawn and grounds keeping equipment such as mowers, lawn vacuum/blowing devices, tractors equipment with mowing accessories, string trimmers, edgers, chain saws, compactors, and other equipment with small air-cooled engines.

5.13.3.6.7 Petroleum/Water Department. The Contractor shall provide services to the Petroleum/Water Department (PWD) at Fort Lee to include, but not be limited to:

a. Service and repair of petroleum storage and distribution system and associated components to include pipelines, pumps, flow control valves, and overfill prevention devices.

b. Troubleshooting and repair of POL training equipment

c. Assistance to instructors during unit exercises in Training Area Number Five

d. Ensure that training equipment batteries are charged and in good working condition, particularly during winter months

e. Troubleshooting and maintenance of Reverse Osmosis Water Purification Units

f. Setting up PWD displays for special events such as Armed Forces Day

5.13.3.6.8 Maintenance Related Services. The Contractor shall provide the following maintenance related services to include, but not limited to:

a. Research and order of parts related to communications/electronics systems

b. Hydraulic component repair and fabrication of hoses and tubing

c. Tire repair and wheel balancing

d. Non-Destructive Evaluation (NDE) to include dye penetrant inspection, magnaflux, and ultrasonic technologies

e. Brake system or brake vacuum system repair and cleaning to include the use of a low pressure washer on brake systems during repair

f. Provision of vehicles and personnel required for movement of MHE from work-site to shop and return when repair cannot be performed on-site.

5.13.3.7 Army Warranty Program

The Contractor shall perform warranty verification, condition inspections and associated repairs to include estimation of required work and parts and completion of work requests when appropriate. The Contractor shall comply with AOAP provisions for items under warranty in addition to general requirements under the AOAP Program. In addition, the Contractor shall perform WARCO responsibilities in accordance with AR 700-139 and other applicable ARs, DA Pamphlets, and local directives. Repairs on equipment under warranty shall normally be accomplished by the local franchised

vendor/contractor/dealer. The Contractor may perform repairs on equipment under warranty, but not without prior approval of the COR. Warranty Claim Actions shall be submitted in accordance with DA PAM 738-750 and applicable equipment warranty TMs or TBs.

5.13.3.7.1 Warranty Database. The Contractor shall maintain the warranty database, forward required data to appropriate AMC Commodity Command as required, and provide briefings concerning the warranty program upon request

5.13.3.7.2 Coordination and Assistance. The Contractor shall coordinate interaction between the Government and vendors of equipment under warranty; resolve questions relating to claims and vendors' warranty responsibilities; and provide assistance to Units in determining whether an item not in the warranty database is under warranty. In addition, the Contractor shall coordinate and assist in the movement of items during warranty claim actions, including the preparation of required shipping documentation, storage, and security of items pending transportation to vendor or return to appropriate Unit; and loading/unloading and deprocessing of items.

5.13.3.7.3 Reporting Requirements. The Contractor shall include warranty claim actions and status in monthly production status reports submitted to the COR. Warranty related information shall include, but not be limited to, claims satisfied, claims in process/status, claims initiated and closed during period, and mean time to complete warranty repairs.

5.13.3.8 Special Purpose Equipment and Tools

5.13.3.8.1 General. The Contractor shall perform Unit and intermediate direct and general support maintenance and repairs on shop support equipment and tools such as battery chargers; lathes, grinders, sanders, saws, drills; boring, honing, milling, and drilling equipment; tire repair and lubrication equipment; fans; steam cleaners; buffers; polishers; vacuum cleaners; and shampooers. In addition, the Contractor shall perform organizational, DS, and GS maintenance/repair on special purpose equipment and tools to include, but not be limited to weapon systems, peculiar support equipment and tools, non-tactical (commercial) vehicles, trailers, construction equipment and non-weapon system specific shop support equipment. The Contractor shall perform such maintenance and repair consistent with the standards, specifications, and expenditure limits criteria specified in AR 700-88 and other applicable manufacturers' technical publications. The Contractor shall maintain all equipment to TM 10-2 standards. Additionally, the Contractor shall:

a. Return equipment to the customer in a safe, serviceable, and ready-to-use condition

b. Correct safety faults or other deficiencies which may endanger personnel or result in damage to equipment

5.13.3.8.2 Equipment List. The Contractor shall maintain an automated density listing of all equipment for which the Contractor has maintenance support responsibility. The listing shall include the UIC of the owning Unit, Line Number (LIN), National Stock Number (NSN) or Management Control Number (MCN), Nomenclature, Model Number, Registration Number or Serial Number, and the year of manufacture.

5.13.3.8.3 Lifting Devices and Material Handling Equipment. The Contractor shall perform load testing, periodic inspection, and maintenance services on all lifting devices as specified by TB 43-0142 and Fort Lee regulations. This shall include troubleshooting, replacing, and repairing switches, solenoids, motors, pumps, wiring, fuses, relays, wheel bearings, tires, and hydraulic pumps and cylinders. This shall include, but is not limited to, the following equipment types:

- a. Cranes, hoists, slings and lifting cables, on vehicle jacks, jack stands, winches, and towing equipment
- b. Electric, gas, and diesel powered MHE and Rough Terrain Container Handlers (RTCH) such as forklift trucks and man-lifting devices
- c. Grounds keeping equipment above 23 horsepower

5.13.3.8.4 Electric Power Generating Equipment. The Contractor shall perform load testing, periodic inspection, and organizational and DS/GS maintenance in accordance with applicable TMs and manufacturer's manuals on all electric power generating equipment, special purpose equipment for emergency/standby generators, lift stations, and water treatment pumps. The Contractor shall provide 24 hours per day emergency maintenance including weekends and holidays. Each week the Contractor shall service on-site emergency/standby electric power generating equipment. On a monthly basis, the Contractor shall visit each generator at its fixed location and perform the required PMCS as outlined in the applicable equipment technical manuals or service manuals. The Contractor shall combine trips to these sites with other work, where possible, to minimize unproductive time. The Contractor shall initiate a DA Form 2407/5980 to check the operation of the equipment and to record PMCS actions. The Contractor shall initiate an 06 priority maintenance request to order required repair parts or to initiate a service contract. If the generator requires a higher priority maintenance request, the Contractor shall request that the Unit to which the equipment belongs initiate and submit the maintenance request. The locations of Electric Power Generating Equipment is listed in Technical Exhibit 5.13-005.

5.13.3.8.5 Air and Gas Compressors. The Contractor shall maintain, repair, inspect and test air and gas compressors in accordance with TB 43-0151. This requirement does not apply to compressors not covered by TB 43-0151.

5.13.3.8.6 Breathing Air Monitoring System. The Contractor shall perform breathing air monitoring system maintenance and calibration in accordance with Fort Lee Regulations and manufacturer's recommendations.

5.13.3.9 Test Measurement and Diagnostic Equipment

The Contractor shall assure that the calibration of all designated Test Measurement and Diagnostic Equipment (TMDE) is scheduled and performed at intervals prescribed by TB 43-180 and AR 750-25. If the TMDE is not included in the Automated Calibration Recall System, the Contractor shall take actions to include it. Procedures are outlined in the Fort Lee External Maintenance Division SOP available from the TMDE Support Center. In addition, the Contractor shall appoint, in writing, an Installation Calibration Coordinator. The Coordinator's responsibilities shall include, but not be limited to:

- a. Customer notification of equipment requiring calibration and equipment that must be picked-up after calibration. (Equipment is brought to the Electronics Shop where it is picked-up by personnel from Fort Eustis where it is calibrated and returned to the Electronics Shop.)
- b. Maintain TMDE records and update monthly
- c. Log in items when received and log out to the support Unit that performs the operation
- d. Log items in after calibration by support Unit, notify customers to pickup, and log items out to the customers
- e. Check shoe tags to be verify that serial numbers match

5.13.3.10 Wheeled Vehicle Brake, Alignment, and Side Slip Testing

5.13.3.10.1 Brake Testing. The Contractor shall provide brake testing services for authorized customers in accordance with Fort Lee regulations. Testing shall be performed by use of a Government furnished Brake Test Machine in accordance with the manufacturer's operating instructions. The Contractor shall record test results, provide a copy to the customer, and assist customers in the interpretation of the test results. In addition, the Contractor shall complete and issue brake test verification stickers for vehicles that pass the brake test. Other responsibilities shall include:

- a. Input test data on GFP computer and the maintenance of database of test results.
- b. Develop and update brake test procedures and standards.
- c. Provide monthly reports of testing results to customer Units (CDRL 513R021).

5.13.3.10.2 Brake Testing Facility Maintenance. The Contractor shall maintain brake testing facilities and equipment. The Contractor shall provide and replace consumable materials for brake test equipment such as paper and printer ribbon. In addition, the Contractor shall notify the COR when the brake machine is inoperable, shall report estimated time to repair, and provide notification upon completion of repairs.

5.13.3.10.2.1 Brake Test Pit. The Contractor shall clean the brake test pit on a monthly basis. The cleaning shall include removal of accumulated hardware, trash, dirt, and mud to ensure that pit drains function properly.

5.13.3.10.3 Alignment and Side Slip Testing. The Contractor shall provide wheeled vehicle, trailer alignment, and side slip testing in accordance with the manufacturer's operating instructions. Operating instructions for the side slip meter are located in the Technical Reference Library. The Contractor shall record test results, provide a copy to customer, and assist customers in interpretation of test results. In addition, the Contractor shall perform checks for wheel scrub, trailer and complete multiple wheel/axle alignments. Services shall include adjustments and replacement of defective suspension parts.

5.13.3.11 Allied Trade Capabilities.

The Contractor shall maintain the following Allied Trades capabilities:

5.13.3.11.1 Body, Frame, and Hull Structures. The Contractor shall perform maintenance and repair on body, frame, and hull structures of primary and secondary equipment such as tactical, MHE, construction and commercial design vehicles that have been damaged. Statement of damage as required by AR 735-5 shall accompany the Maintenance Request. The Contractor shall use sound commercial practices to complete body, frame, and hull structure work to meet or exceed applicable technical publication standards and specifications. The Contractor shall make body and frame repairs and component replacements on vehicles or equipment in accordance with the applicable TM of the vehicle or equipment being repaired.

5.13.3.11.2 Repair of Structural Components and Sheet Metal. The Contractor shall fabricate, repair, and replace structural components such as main frame assemblies, parts and sheet metal material such as fenders, cab panels, hoods, floor panels and doors. The Contractor shall comply with TB 9-2300-247-40 for the repair of tactical wheeled vehicle frames.

5.13.3.11.3 Wooden Components. The Contractor shall replace and repair wooden components and parts such as troop seats, cargo bows, racks, trailer decks, and interior and exterior panels of vans.

5.13.3.11.4 Preparation of Items for Painting. The Contractor shall prepare items for painting by grinding, sanding, and plastic bead blasting as required. The Contractor shall use whatever medium is best suited for the paint preparation required. Sand or other mediums which are detrimental to the environment shall not be used. The Contractor shall apply various body fillers, fiberglass and finish, mask, prime and paint surface areas.

5.13.3.11.5 Painting. The Contractor shall mix and apply various types and colors of paints to interior and exterior surfaces of equipment to include camouflage pattern painting and CARC in accordance with AR 750-1, paragraph 4-41, TM 43-0139, TB 430209, scrap pattern books, and local directives. In addition, the Contractor shall cut stencils and apply letters, numbers, insignias, Unit designators, and other markings.

5.13.3.11.6 Glass Repair Operations. The Contractor shall perform flat non-tempered safety glass repairs for equipment, to include glass cutting and grinding, removing and installing glass in frames, frame repair, replacement of seals and gaskets, and fabrication of frames. Glass shall be installed to original design configurations with seals that are air and watertight.

5.13.3.11.7 Fabrication . The Contractor shall perform fabrication services to facilitate maintenance, repair, and modification of equipment or items on work orders which are required to support Joint Chief of Staff (JCS), DA, or MACOM directed projects. The Contractor shall review the work requested and all accompanying sketches, blueprints, and schematics, and specifications. Once the request is reviewed, the Contractor shall prepare a cost estimate of the labor, parts, and materiel required, to complete the requested work. The Contractor shall forward the maintenance request, along with cost estimates for Unit/activity approval/disapproval prior to work start. If the requesting activity approves the cost estimate, the completed Maintenance Request with fund certification for the labor and parts/materials shall be forwarded to the COR for processing. These services shall include, but are not limited to:

a. Fabricating and installing parts and components of various types of materials, such as metal, wood, fabric, plastic, and glass or combinations thereof, when directed by the applicable equipment technical publications or sources of supply, or to circumvent long lead times on parts and components for high priority work.

b. Reviewing and interpreting blueprints, schematics, plans, sketches, specifications or samples accompanying the customer's DA Form 2407/5980 or DA Form 5990-E, Maintenance Request, and prepare a cost estimate for the full amount of labor, parts, and material required to complete requested work. Provide justification to the Government when the requested work is beyond the maintenance capability of the Contractor. When required, the Contractor shall develop/design blueprints in order to accomplish special requirements.

c. Manufacturing special tools, jigs, and fixtures required to complete the requested work.

d. Fabricating items to meet or exceed original specification requirements as specified by applicable equipment technical publications or existing blueprints, schematics, plans, sketches, specifications, and samples.

5.13.3.11.8 Welding and Machining. The Contractor shall perform machining and welding shop operations necessary to supplement fabrication, maintenance or repair requirements to meet or exceed applicable equipment technical publication standards. The Contractor shall submit plans for welding projects that will impact the safety of personnel using the welded items to the Corp of Engineers (COE) for approval. Welding and machining tasks include, but are not limited to, the following:

a. Operation of machine shop or welding equipment such as milling machines, shapers, engine lathes, grinders, shears, drills, oxyacetylene, Metal-inert-Gas (MIG), Tungsten-inert-Gas (TIG), and electric arc welding equipment.

b. Form, shape, resurface, join, tap, thread, or cut such ferrous and nonferrous materials as steel, copper, aluminum, cast iron, nickel, brass and magnesium-thorium alloy.

5.13.3.11.9 Inaccessible Containers. The Contractor shall verify that DA Form 2407/5980 or DA Form 5990-E, Maintenance Request, submitted for security containers turned in for repair because they are incapable of being opened by the customer are accompanied with written authorization by the Security Officer of the requesting Unit, organization, or activity.

5.13.3.11.10 Small Arms Repair. The Contractor shall receive, store, safeguard, and maintain accountability of small arms and their components, per DOD 5100.76-M and DOD 5220.22-M. The Contractor shall maintain accountability of serial-numbered items throughout the receipt, inspection, storage, repair/maintenance, and issue process.

5.13.3.11.10.1 Security. Prior to opening the Small Arms room each workday, the Contractor shall notify the Provost Marshall's Office (PMO) that the intrusion device system is being turned off and at the end of each workday that the system is being turned on. The Contractor shall appoint, in writing, a primary and an alternate Physical Security Officer (PSO). Prior to the last day of each month, the PSO shall report to the Physical Security section of the PMO to sign for a duress code. The Contractor shall notify the COR should a malfunction or visual defect to the intrusion device system be identified. The COR will notify PMO. Contractor personnel shall satisfactorily undergo a National Agency Check in accordance with AR 190-11 prior to obtaining authorized unaccompanied access to enter the Small Arms area.

5.13.3.11.10.2 Key and Locks. The Contractor shall appoint, in writing, a primary and an alternate Key Control Officer for the Small Arms room. The Key Control Officer shall ensure that all keys to doors, cabinets, and arms racks are picked up by 0730 and returned by 1530 each workday by the armorer. DA Form 5513-R shall be utilized for this purpose and maintained for one year in the files. Should the keys be lost or stolen, the Key Control Officer shall notify the COR immediately so that the locks may be replaced. Arms room key inventories shall be conducted daily in conjunction with the weapons inventory. A serial inventory of arms room keys shall be performed semiannually. The Contractor shall prepare a written record of the inventories to be maintained on file for one year.

5.13.3.11.10.3 Inventory of Weapons to be Repaired. The Contractor shall perform an inventory of weapons by count twice daily at 0730 and 1530 to certify that the totals of maintenance float weapons and weapons received by the shop for repairs agree with the totals reflected by hand receipt and work requests. FORSCOM/TRADOC Form 563-1 R shall be utilized to record the inventory. Upon completion of the inventory, the Contractor shall sign the form indicating that the inventory has been completed; the form will then be countersigned by the COR. If a discrepancy is noted (overage or shortage), the Contractor shall retain weapons maintenance personnel in the area and perform a recount. The Contractor shall verbally notify the COR within 15 minutes after a discrepancy has been identified.

a. Monthly Inventory of All Weapons in Small Arms Shop. The Contractor shall, on the last working day of the month, perform a physical inventory of all weapons on hand. Results will be recorded on FORSCOM/TRADOC Form 563-2R. The form will be signed by the Contractor and the COR. The weapons shall be inventoried by serial number. This inventory shall be compared with records reflecting serial numbers of weapons on hand and maintained for one year.

5.13.3.11.10.4 Weapons Gauging. The Contractor shall perform annual gauging on each weapon. The weapons shall be logged by serial number, a work order number assigned, and a DA Form 2407 prepared. DA Form 2404 shall be prepared if defects are discovered and a copy given to the Unit. Semiaannual gauging shall be performed on the trigger pull mechanism. The Contractor shall gauge weapons for overseas deployment in accordance with governing directives.

5.13.3.11.10.5 Weapons Pickup. The Contractor shall allow weapons pickup by customers authorized as agents on current DA Form 1687, Signature Cards only. The Contractor shall receive DA Form 2407/5980 requesting pickup of weapons. The Contractor shall verify that the customer is an authorized agent before the customer signs the DA Form 2407 and takes possession of the weapon. The Contractor shall ensure that the agent's social security number is entered directly below the signature. The Contractor shall ensure that the blue copy of the form is exchanged for the green copy. The green copy shall be destroyed by tearing it into pieces. The blue copy will be presented by the authorized agent to the Contractor.

5.13.3.1 1 .10.6 Request for Ammunition. The Contractor shall prepare DA Form 1687, authorizing the Contractor to draw ammunition for test firing, and submit it to Ammunition Unit. The Contractor shall prepare a DA Form 581 requesting the ammunition, including the type of weapon and the number of rounds needed, receive a document number, and carry to DO for approval. The Contractor shall set up an appointment to pickup ammunition and shall call DO to make an appointment to use the rifle range. The Contractor shall pickup ammunition at the Ammo Supply Point, proceed to the firing range, and test fire the weapon using all ammunition. The Contractor shall ensure all cartridges are turned into Supply Services and shall not store ammunition of any kind in the Small Arms Shop.

5.1 3.3.1 1 .1 0.7 Demilitarization of Weapons. The COR will personally witness the demilitarization of all weapons once notified by the Contractor. The COR will then sign the job order as the witness. The Contractor shall demilitarize or dispose of all worn or broken weapon parts in accordance with governing codes and regulations. If demilitarization code states mutilate, the weapon may be destroyed with a hammer. If the demilitarization code states destroy, the weapon is cut up, with its destruction witnessed, and turned in to Supply.

5.13.3.1 1.10.8 Training. The Contractor shall conduct training classes for soldiers to include Preventive Maintenance Checks and Services (PMCS) and safety information when required. The classes are usually one hour in length and are put on 2 to 3 times per year. If necessary, the Contractor shall accompany the Unit to assist with troubleshooting.

5.13.3.11.11 Chemical Agent Monitor (CAMs). The Contractor shall receive and visually inspect CAMs, Chemical Agent Detectors (CADs), and compasses. All work shall be performed in a room solely designated for testing of CAMs and CADs. The Contractor shall determine the type and amount of radiation. Upon identification of the source of radiation, the Contractor shall check the specifications (alpha, beta, gamma, levels, its effect on humans, its contamination ability and means to detect its presence and levels). The Contractor shall check the CAMS and M43A1s with the VDR-2 or equivalent for leakage before handling.

5.13.3.1.1.1.1 Marking. The Contractor shall properly identify and mark each radioactive item, package, or container. All containers (wall lockers, storage bins, cabinets, and trash containers) shall be properly painted and marked. The Contractor shall paint all waste cans inside and out. A plastic liner shall be used to help prevent contamination. The Contractor shall mark tools and test equipment to identify them from regular shop tools.

5.13.3.11.11.2 Wipe Tests. The Contractor shall perform wipe tests before and after any interior maintenance of the CAM. The Contractor shall inform the Nuclear Biological-Chemical (NBC) Officer and local Radiation Protection Officer (RPO), if CAM case is broken or cracked. The Contractor shall double bag and ship in a packing container, any CAM damaged beyond the repair capability of direct support. The Contractor shall send the wipe test paper and wipe test transaction cards to C, U.S. Army Ionizing Radiation Dosimetry Center in Lexington, KY. The CAM will not have a wipe test label; therefore, the Contractor shall maintain complete, detailed records of tests. The Contractor shall appoint, in writing, a person trained in radiation safety to be the Fort Lee CAM Coordinator. This is a mandatory requirement when performing this work. Radiation Leak Test samples shall be shipped to SIORI-SEM-L, Building 210 4th Floor, Rock Island Arsenal, Rock Island, IL, 61299-5000.

a. Annual Wipe Test. The Contractor shall wipe test each CAM (drift tube, circuit board, sieve pump) annually, unless CAM changes hands, at which time, it shall be tested again in accordance with TM 3-6665-312-30, AR 710-3 and local SOP.

b. The Contractor shall perform wipe test on CAD/M43A1. The Contractor shall inform the Nuclear/Biological/Chemical (NBC) Officer and local Radiation Protection Officer (RPO). The Contractor shall double-bag the CAD and check contamination and treat as radiation hazardous waste. The Contractor shall perform the M8A1 wipe test in accordance with TM 36665-312-30&P and Air Force TO 11 H2-17-2 annually. The Contractor shall replace wipe test label on cell with a new label, showing the date of wipe test, date the next wipe test is due, and the signature of the person performing wipe test.

c. The Contractor shall Xerox completed M43 swipe test documents and send copies along with the unit's serial number and UIC to Fort Eustis as verification that the required tests have been performed.

5.13.3.11.12 Sewing Machine Repair Shop. The Contractor shall receive work orders for repairs and perform scheduled Q maintenance on different types of sewing machines such as those designated as light, medium, and heavy duty; zigzag button machines, darners, and the bar racker. The Contractor shall perform DS/GS maintenance to include, but be limited to the troubleshooting, testing, disassembly, re-assembly, parts replacement, and final adjustment to sewing machines used for QM air equipment textile repair instruction. In addition, the Contractor shall repair, as needed, sewing machine tables, light fixtures, and sharpen scissors; research and catalog sewing machine parts for SAMS-I/TDA; and update the sewing machine parts and technical information manuals.

5.13.3.11.12.1 Preventive Maintenance. The Contractor shall perform a quarterly preventive maintenance inspections in accordance with manufacturer's specifications.

5.13.3.11.12.2 Work Order Data Input. The Contractor shall input data through SAMS-I/TDA by checking work order for correctness, assigning appropriate tasks, ordering necessary parts, entering labor code for inspection tasks (nonproductive and indirect labor codes), closing tasks, carrying work order to PPC to be registered, and closing out work order.

5.13.3.11.12.3 Stock Management. The Contractor shall retrieve stock from the supply warehouse, check for correctness, prepare paperwork for items to be turned in to property disposal, and check SAMS-I/TDA bench stock replenishment review listing.

5.13.3.11.12.4 Support Services. The Contractor shall provide maintenance support services to the Community Recreation Division, Outdoor Recreation Branch, and property book account equipment. The Contractor shall also provide maintenance support services to Supply and Services Division as requested on DA Form 2407/5980.

5.13.3.11.13 Office Machines. The Contractor shall coordinate one-time maintenance and repair service contracts for copiers. In addition, the Contractor shall provide, at the customer's location, maintenance and repair for electric, electronic, and manual office machines. On-site repair shall begin within eight working hours following oral notification of requirement. The Contractor shall maintain a log of times that requests were received from a customer and the time the maintenance activity was notified of the requirement. The Contractor shall not fill out a repair request form when utilizing a GSA Contractor to perform the repairs. Replacement motors shall be warranted for a period of one year.

5.13.3.11.13.1 Off site Repair. If a machine cannot be repaired on site, the Contractor shall remove the machine to the repair facility and shall provide a receipt for the machine to the customer. The repaired machine shall be returned to the customer or the customer shall be notified of the reason for delay. When requested by the customer, the Contractor shall furnish the customer with a machine which has the same capability of the machine to be repaired for use during the period the customer's machine is inoperative. Machines to be used for this purpose shall be furnished by the Contractor.

5.13.3.11.14 Maintenance Shop Complex. The Contractor shall operate a consolidated Government furnished maintenance shop complex to perform DS and GS maintenance. This shop shall provide DS/GS maintenance services to authorized customers on an area support basis, including on site maintenance/repairs at remote locations. Final approval for adding or increasing any equipment levels, other than those specified in the Contract shall be obtained from the COR. The Contractor shop services shall include, but are not limited to:

5.13.3.11.14.1 Body Shop. The Contractor shall establish a body shop to support the following as needed: body/fender work, shelter seams and skin only, body/fender painting; equipment/component painting, and equipment glass repair/replacement.

5.13.3.11.14.2 Metal/Machine Work Shop. The Contractor shall establish metal/machine work shop to support the following: metal furniture, equipment/component welding, and sheet metal work.

5.13.3.11.14.3 Tire Shop. The Contractor shall establish a tire shop for exchange or replacement of tires on a one-for-one basis on Government-owned equipment for which the Installation has organizational maintenance responsibility. The Contractor shall repair/maintain tires in accordance with AR 750-365 TRADOC supplement. All tires shall be removed and installed by the equipment user. The Contractor shall ensure inspection personnel attend training in order to meet the requirement to properly classify the tires.

5.13.3.11.15 Additional Services. The Contractor shall provide on-site repair service agreements and one-time PR(s) to include diazzo machines, audiovisual equipment, copying machines, reader/printer, and film processors. The Contractor shall respond at the time and place requested by the customer. In addition, the Contractor shall provide additional Allied Trades Shop Services to include, but not be limited to, preservation, packing, and carting of original shipping containers and equipment cleaning (wash rack).

5.13.3.12 Special Equipment Operation

5.13.3.12.1 Special Equipment Driver/Operator Training. The Contractor shall provide operational instruction and testing on special equipment for licensing of Contractor and Government employees. Contractor responsibilities shall include:

- a. Processing DA Forms 348 for each applicant
- b. Administering over-the-road drivers tests
- c. Annotation of road test results on DA Form 348 and OFs 46 and the subsequent forms to the driver.

5.13.3.12.2 Rough Terrain Container Handler (RTCH). The Contractor shall provide a licensed driver/operator for the RTCH (load and off-load). The Contractor shall coordinate with the Military Police for escort services when traveling over the public roads or major streets on Fort Lee. The Contractor shall ensure the driver has been trained to operate the RTCH and has a special license.

5.13.3.12.3 Forklift Licensing . The Contractor shall appoint, in writing, a licensed examiner to test personnel and issue licenses for forklifts. The appointed examiner shall be trained, tested, and licensed at Fort Eustis.

5.13.3.13 Maintenance Facility Housekeeping

The Contractor shall perform housekeeping for all areas within the maintenance division in accordance with the specifications of Section C-3 of this Contract. In addition, the Contractor shall perform the following housekeeping tasks:

5.13.3.13.1 Scrap Metal. Scrap metal and other debris generated by the Maintenance Operations shall be removed by the Contractor from the shops daily and placed in applicable holding areas for proper disposal. Scrap Metal shall be segregated by metal types (e.g., aluminum, copper, steel), be placed in applicable metal "types" containers, and disposed of in accordance with current policies.

5.13.3.13.2 Oily Rags. The Contractor rags shall keep oily rags outside of the shops in approved self-closing flame proof metal containers. The rags shall be removed from the shops daily to be laundered or disposed of in accordance with current policies.

5.13.3.13.3 Liquid Spills. The Contractor shall cover liquid spills with a dry absorbent or remove the spill with a wet mop approved with detergent/degreaser daily.

5.13.4 INTEGRATED SUSTAINMENT MAINTENANCE PROGRAM (ISM)

The Contractor shall participate in the ISM as directed by the COR. A major requirement of this task is to maintain and operate a Center of Excellence (COE) for the performance of ISM workload. The Contractor shall develop and submit to the Government, the estimated cost for performing GS level repair of components managed within the ISM Program. Such estimates shall include cost data on all manhours, parts and materials to perform the repairs. Additionally, the Contractor shall provide an estimate of other resources (equipment or facilities) required to complete the required work.